

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Maritime Center Director****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides oversight for educational, maritime attraction. Acts as a liaison between the city, the Nauticus Advisory Board and National Maritime Center Foundation. Performs as a spokesperson, primary fund raiser and center leader.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs as lead administrator by performing decision making, administering, managing, generating paperwork, disseminating information, performing financial analysis, managing projects, and coordinating with other divisions and agencies.
2	S	Manages staff by counseling, interviewing, recruiting, hiring and training personnel
3	S	Manages special projects such as cruise ship visitations and USS Wisconsin.
4	S	Raises funds by preparing donor materials, meeting with donor prospects, and soliciting funds.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years of experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read reports, professional journals, correspondence, and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write correspondence, grants, evaluations, and reports.
Managerial	Managerial responsibilities include planning and implementing goals and objectives, scheduling activities, and approving training and work plans.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: **September 2001**, Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
----------------------------------------------	------------------------------------------------	--------------------------------------------	------------------------------------------	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, fund raisers, presentations, supervision, observations, training
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from office equipment, to/from meetings, to/from fund raiser or events
Lifting	R	Office supplies, files, folders, office equipment, promotional or marketing materials
Carrying	R	Office supplies, files, folders, office equipment, promotional or marketing materials
Pushing/Pulling	R	Chairs, doors
Reaching	O	Office supplies, files, folders, office equipment, promotional or marketing materials
Handling	O	Office supplies, files, folders, office equipment, promotional or marketing materials
Fine Dexterity	O	Computer keyboard, writing
Kneeling	R	Filing in file cabinet drawer
Crouching	R	Filing in file cabinet drawer
Crawling	N	
Bending	R	Filing in file cabinet drawer
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, supervision, observations, training, counseling, driving
Hearing	C	Telephone, staff, supervisors, directors, attorneys, vendors, suppliers, public, presentations, training, events
Talking	C	Telephone, staff, supervisors, directors, attorneys, vendors, suppliers, public, presentations, training, events
Foot Controls	R	Driving
Other (specify)	N	

Adopted: **September 2001**, Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), Vista 3.5

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
----------------------------------------------	------------------------------------------------	--------------------------------------------	------------------------------------------	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)